

Madison County, Virginia
Application Instructions for Registrar Assistant
August 14, 2020

Madison County

Madison County is accepting applications for the following positions:

- **Administrative Assistant**, part time and on-call
- **Emergency Medical Services Paramedic**, full-time and part-time
- **Emergency Medical Services Intermediate**, full-time and part-time
- **Emergency Communication Officer**, full time
- **Registrar Assistant**, part time
- **Shelter Manager**, part time
- **Kennel Assistant**, part time

Information on Madison County, the positions and the application procedures can be found at <https://www.madisonco.virginia.gov/>.

Applications will be received until the positions are filled with the anticipated review of applications to begin on September 11. EOE

Following is supplementary information on the positions and application instructions for all interested individuals.

Registrar Assistants work out of the complex at 302 Thrift Road in Madison, VA.

Full-time employees are eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick leave. County personnel policies can be viewed [here](#). Part-time positions are not eligible for these benefits. The pay rate will depend upon the qualifications of the individuals selected.

Applicants are to complete a Madison County employment application form available [here](#) and return it to Madison County Employment; %Lauren Eanes; P.O. Box 267; Madison, VA 2272 or via email with Madison County Employment in the subject line containing a single pdf file to govote113@verizon.net. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. Applications will be reviewed on the basis of apparent qualifications. Unsigned applications will not be considered. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a drug screen and criminal background investigation.

Registrar Assistant

Dept/Div: Registrar/N/A

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate administrative support work assisting with the registration of voters; answering inquiries concerning voter registration laws, providing information to the public concerning registration and voting, preparing, updating and maintaining voter records and files, and related work as apparent or assigned. Work is performed under the moderate supervision of the Registrar.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Answers inquiries concerning voter registration laws; provides accurate information to the public concerning registration, voting and voter records.

Maintains voter registration record system, to include entering registrations, making voter record and street file changes and deleting felon and deceased registrations per State notification data.

Develops, prints, and organizes election-related forms and documentation; maintains inventory and orders election supplies.

Assists with election readiness and preparation; coordinates delivery of election-related material; ensures voting equipment is election-ready.

Prepares absentee voting materials.

Manages destruction of records as required by law.

Assists with voting machine storage and election preparation and procedures.

Knowledge, Skills and Abilities

General knowledge of Federal, State, and County election laws; general knowledge of voting procedures, maintenance and protection of voter registration lists and records; general knowledge of standard office procedures, practices and equipment; some knowledge of personal computers and associated hardware, software and peripheral equipment; ability to type accurately; ability to communicate ideas effectively in both oral and written forms; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with the associates, Electoral Board, elected officials, and the general public.

Education and Experience

High school diploma or GED and moderate experience providing administrative support involving customer service, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires using hands to finger, handle or feel and occasionally requires standing, walking, sitting, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions; work requires close vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: September 9, 2019